

Once check numbers have been assigned to transactions in an automated batch, the following system features are no longer allowed:

- ✳ The batch status cannot be changed to **H**-Hold, **O**-Override or **D**-Delete; and
- ✳ Transactions cannot be added or deleted from the batch.

The following message appears at the bottom of the screen when either of the above conditions are detected: '182-INVALID FUNCTION-CHECK # ASSIGNED. YOU MUST PRINT CHECKS & RELEASE BATCH'.

Printed Check Batches Must be Released

Automated check batches are only released to the nightly batch update process after check numbers have been assigned and the checks are successfully printed.

PRINTING CHECKS

After an automated check batch is **Released (R)**, it may be printed. To begin the check printing process, select Command **A.1 - Check Writer Menu**, shown below.

```
9990 A.1: Check Writer                                07-15-2000 11:42 AM

CODE          AVAILABLE OPTIONS

1      Request the Checks to be Printed Report
2      Print the Checks and the Check Register
3      Restart a Group of Checks
4      Request the Total Recap Report
5      Printer Request Screen
6      Release Check Batches

Code:  __

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Main
```

Each function is described in the following pages.

1: Request Checks to be Printed Report

The CSO401-1 Checks To Be Printed Report is available for printing immediately after keying Command **A.1.1** and pressing **Enter**. The Checks To Be Printed Report should be requested before printing checks. Automated check transactions for released batch(es) that have not yet been assigned check numbers are displayed on this report. Note that an NP printed at the end of a Type 1 Vendor Number indicates that the Vendor Number will not print on the check. A sample of the report is shown in Exhibit XIV-2. If no check transactions are found when this function is used, the system responds with the message '089-THERE ARE NO CHECKS TO BE PRINTED'.

If automated check batches have been found, the system responds with the message '042 - PRINT REQUEST COMPLETED...ROPES COMMAND MAY BE REQUIRED TO START PRINTER' indicating the report is ready for printing. The recap data for the selected batches is immediately displayed on the screen as shown below:

```
9990 A.1.1: Checks to be Printed Report                                07-15-2000 11:53 AM

TOTAL BATCHES:                                                         8
TOTAL TRANSACTIONS:                                                    68
TOTAL CHECKS:                                                           61
TOTAL DOLLAR AMOUNT:                                                    8,730.86

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                                Main
042 - PRINT REQUEST COMPLETED...ROPES COMMAND MAY BE REQUIRED TO START PRINTER
```

The CSO401-2 - Recap of Checks (Exhibit XIV-3) appears on the last page of the Checks To Be Printed report. It contains the same information found on the Recap of Checks To Be Printed screen. The CSO401-1 and CSO401-2 reports are transmitted to the ROPES queue labeled **REGS**.

Requesting the Checks To Be Printed report provides a hard copy to verify accuracy by comparing source documents with the information entered in the system before the checks are actually printed. This process reduces the number of errors and could eliminate the printing of invalid checks that would need to be voided. If errors are noted on the report, the incorrect transaction(s) may be corrected from Command **C.2 - List of Batches**. After the transactions are corrected, the batch is released again and the checks to be printed report should be requested again to ensure that the transactions were corrected appropriately.

2: Print Checks and Check Register

Once the Checks To Be Printed report (Command **A.1.1**, above) is reviewed and corrections are made to any transactions, the check printing process may begin. The **Released (R)** check batch(es) is transmitted to the ROPES check (**CHKS**) queue immediately after keying Command **A.1.2** and pressing **Enter**.

CAUTION: Determine if all prior batches of check transactions were previously printed (Command **A.1.6**, "N/P" column is **N**) or released to the Check Writer Subsystem (Command **C.2**, "STAT" column is **R**). These batches will automatically be included in the printing unless their status is changed to **P** (Command **A.1.6**) or **H** (Command **C.2**).

Command **A.1.2** initiates the check printing and check register process by creating check and check register queues in ROPES. Detailed ROPES instructions for printing the checks and check registers are shown in Exhibit XIV-9.

The screens for assigning the beginning check number and viewing the assigned check numbers and check register total appear in sequential steps, as follows:

- ✪ The **Beginning Check Number** screen appears when Command **A.1.2** is entered and requires entry of the bank number (3-digit) and sequential check number (6-digit) from the first check to be printed. The screen is shown below.

```

9990 A.1.2: Print the Checks and the Check Register          07-15-2000 01:52 PM

                                     BEGINNING CHECK NUMBER:      ____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit                                           Main

```

- ✪ After the Beginning Check Number (9-digit) is keyed and the **Enter** key is pressed, the **Print Checks and Check Register for Org nnnn** is displayed. This screen is shown below.

```
PRINT CHECKS AND CHECK REGISTER FOR ORG 9990

BEGINNING CHECK NUMBER:      011  147248

BEGINNING CHECK NUMBER:      011-147248
ENDING CHECK NUMBER:         011-147308
TOTAL BATCHES:                8
TOTAL TRANSACTIONS:           68
TOTAL CHECKS:                 61
TOTAL DOLLAR AMOUNT:          8,730.86

042-PRINT REQUEST COMPLETED...ROPES COMMAND MAY BE REQUIRED TO START PRINTER
```

- ★ The system responds with the message '042-PRINT REQUEST COMPLETED...ROPES COMMAND MAY BE REQUIRED TO START PRINTER' The screen also displays the following recap data:

Beginning Check Number - the check number assigned to the first check to be printed;

Ending Check Number - the check number assigned by the system to the last check to be printed;

Total Batches - the count of batches included in this check printing cycle;

Total Transactions - the count of transactions in the batches selected for this check printing cycle;

Total Checks - the count of checks sent to ROPES for printing; and

Total Dollar Amount - the total dollar amount of the checks sent to ROPES.

- ★ Each automated check transaction is updated by the system as follows:

Check Date - the current processing date appears on the check record.

Check Number - assigned based on the beginning check number entered.

NOTE: If the assigned check number does not match the pre-printed check number, the misprinted checks must be voided and Command **A.1.3 - Restart A Group Of Checks**, must be used.

Current Document Date - if left blank, the current day's system processing date is automatically assigned to this field.